COLCHESTER BOARD OF EDUCATION

Colchester, Connecticut

BUDGET FINANCE COMMITTEE MEETING

November 1, 2023 8:00 AM
Pupil Services Conference Room

MINUTES

COMMITTEE MEMBERS PRESENT: Christopher Rivers, Alexander Oliphant, Michelle Millington

ADMINISTRATION PRESENT: Superintendent Daniel P. Sullivan, III, Assistant Superintendent Jessica L. Kuckel

OTHERS PRESENT: Business Director Rachel Linkkila, Accountant Michelle Marceau, Executive Assistant to the Superintendent/Board Clerk Heather Petit

1. CALL TO ORDER

1.1 Call to Order

Committee Chair Christopher Rivers called the meeting to order at 8:01 AM

1.2 Roll Call

Committee Chair Christopher Rivers conducted a roll call of the Committee

2. PUBLIC COMMENT

2.1 For Public Comments, Please See Bylaw on Meeting Conduct

None.

3. *PRIORITY DISCUSSION/ACTION ITEMS

*3.1 Approval of Budget Finance Committee Minutes of October 4, 2023

Motion by: M.Millington

To approve the Budget Finance Committee meeting minutes of October 4, 2023

Second: C.Rivers

Roll Call: All in favor

Vote: Motion carried

3.2 Monthly Budget Reports

Ms. Linkkila spoke to the monthly Health Insurance Reserve Report which showed the Board of Education contributions from July-September 2023. Ms. Linkkila stated the town is anticipated to make their contributions for this fiscal year shortly. Discussion was had in regard to the Board of Education continuing to have to provide a portion of the town's reserve.

Ms. Linkkila spoke to the September Monthly Reports; the two-year comparison and the monthly year to date budget report. Discussion was had on the reports.

3.3 Budget Transfers Under $5,000
None.

3.4 Budget Transfers Over $5,000
None.

3.5 Discussion on William J. Johnston Middle School Construction Bond
Ms. Linkkila stated that she reached out to the State of Connecticut and they are still in the final payment process. Ms. Linkkila will continue working with the town to assist them in closing out the project.

3.6 Discussion on Revenue Resources
Ms. Linkkila discussed the quarterly revenue report. It was agreed by the Committee to add object code labeling, grand total and actual versus forecasted on the report going forward. There was discussion on providing two reports; one for revenue received that goes directly to the Board of Education to offset expenses, and another for revenue received that goes directly to the town.

Mr. Sullivan discussed the District's magnet school application. Mr. Sullivan stated that Andrew Barillari, Director of Educational Operations, is working on getting a quote for portable buildings, a small garage, etc. Mr. Sullivan stated that the state would pay for transportation and staffing at no cost to the District (no offset; paid directly to the Town of Colchester).

3.7 HVAC Grant
Ms. Kuckel stated that the District is still working on getting access to CORE-CT to be able to get access to the HVAC grant application. Ms. Kuckel stated she has been meeting with Andrew Barillari regularly and getting all documentation ready. Ms. Kuckel stated that they have been discussing the 40% requirement to apply for the grant. Mr. Barillari will be meeting with Rachel Linkkila next week to go through the rubric. Ms. Kuckel stated they would like to have an internal deadline for applying of December 15, 2023. Mr. Sullivan stated that the Board of Education would have to approve the project, then go to the town in regard to the 40/60 split. Mr. Rivers recommended that we let the state know how they might make the process easier for school districts in the future.

3.8 Bacon Academy Athletic Fields
Mr. Sullivan stated that redoing the Bacon Academy athletic fields is potentially a multimillion dollar project. Mr. Sullivan stated that all the fields at Bacon need to be redone. Mr. Sullivan hopes that people see the overall benefit of redoing both fields with

lights. Superintendent Sullivan stated there are two ways to secure funding for the project: 1) use the fields as collateral while making monthly payments or 2) go to referendum for the entire project. Mr. Sullivan said that they could also research corporate sponsorships. Mr. Sullivan stated that he has a meeting today with a turf field company and potential leasing. Superintendent Sullivan said the initial quote was approximately $7 million for two turf fields with lighting as well as redoing the tennis courts.

3.9 Budget Process

Superintendent Sullivan stated that the Board of Education could send their budget workshop dates to the town once confirmed. Mr. Sullivan stated that he does not believe in having budget meetings when the District is closed. Mr. Sullivan will invite new board members to meet with him on how the District builds their budget. Mr. Rivers stated it would be great to do a state of the schools presentation as well to which the Committee and administration agreed.

4. PUBLIC COMMENT

4.1 For Public Comments, Please See Bylaw on Meeting Conduct

5. ADJOURNMENT

Motion by: M.Millington
To adjourn the meeting at 9:17AM
Seconded by: A.Oliphant
Roll call: All in favor.
Vote: Motion carried.

Respectfully submitted,

Heather R. Petit
Executive Assistant to the Superintendent/Board Clerk